

PEACE CORPS PERU VACANCY ANNOUNCEMENT

POSITION: PROGRAM AND EXECUTIVE ASSISTANT

SALARY: PSC- 7/1

FROM: Sanjay Mathur - Peace Corps Peru Country Director

OPEN TO: All interested candidates

OPENING DATE: October 27, 2011

CLOSING DATE: November 10, 2011

Please, interested candidates for this position should submit a cover letter and resume to Cynthia Guardia (AA/Human Resources) at Vía Lactea 132, Surco, along with other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

BASIC FUNCTION OF POSITION

Serves as the Assistant to the Peace Corps Country Director, The Director of Programming and Training and as the Program Assistant for one sector Program Director (Youth Development). Is part of the programming team, and works primarily in activities related to the respective program sectors, training, and Volunteer support.

MAJOR DUTIES AND RESPONSIBILITIES

- Serves as office manager for Youth Development project, and as executive assistant to the Country Director and to the Director of Programming and Training.
- Updates the VIDA database on leave taken by Volunteers and other Volunteer and programming information. Prepares Volunteer rosters and other reports using VIDA.
- Maintains the personal files for Peace Corps Volunteers related to Youth Development program, during and after their service, according to applicable regulations.
- Keeps host agency files and site history files up to date.
- Translates data and documents into English or Spanish as required. Provides assistance in correspondence with Embassy sections, counterpart agencies, and other organizations. Prepares agendas, processes technical documents, types and edits reports for PC/Washington and host country agencies, designs and edits certificates.

- Prepares letters and materials for Swearing-in and for Volunteer site assignments.
- Assists Program Director (YD), the Country Director and the Director of Programming and Training in organizing meetings, site visits, pre-service and in-service training sessions, and other events in Lima and in the field. Arranges appointments; maintains master calendar and Sharepoint up-to-date.
- Keeps rosters of addresses, telephones and other data of host agencies, government officials, other important organizations, and former Volunteers.
- Provides Volunteers and Trainees with Early Termination (ET) check list and attachments, and orients them on the steps they need to follow to complete the check-out procedures. Receives COS or ET documents, verifies that each is filled out correctly.
- Coordinates Volunteer extension requests. Reviews requests for compliance with PC/Washington and PC/Peru policies. When extension requests are approved by the Country Director, prepares the corresponding paperwork for visa extension at the Peruvian ministries. Does follow-up with Ministries in order to obtain internal clearances for these extensions.
- Helps in the process of Requests for changes in home of record, ensures that the reason for the change complies with PC regulations. Once signed by the Country Director, sends the request to the applicable offices in PC/Washington. When requests are approved, advises the Volunteer and the appropriate PC/Peru sections.
- Receives e-mails and phone calls from Volunteers. Directs such e-mails and calls to the appropriate staff member, or finds the appropriate information and responds directly to the Volunteer.
- Travels when requested to support workshops or to visit Volunteers in the field and meet host agency contacts.
- Coordinates with Programming team and SSC to maintain good communication and organized information with Volunteers and Volunteer sites, to support Volunteer safety and security.
- Collaborates with all colleagues in the event of an EAP, prioritizing actions to support Volunteer safety and security.
- Prepares Welcome package for Trainees and new Staff.
- Serves as back-up for the Receptionist and other office positions.
- Assists with other office duties (e.g., sending mail to Volunteers, orienting new employees, photocopying documents, preparing PowerPoint presentations) as required.

- Performs other tasks as required and requested by the Country Director, DPT and Program Director.

Compiles, proof-reads, designs, reviews flyers & brochures related to Peace Corps. Records, cds/dvds with data related to the Youth Development project.

- Attends Program and Training staff meetings, and other staff and outside meetings as an essential part of the programming team.
- Serves as a spokesperson and advocate for Peace Corps/Peru and its Volunteers and staff.
- Contact PCV as necessary/when required.

QUALIFICATIONS:

Education: Post-high school studies in administration, executive secretarial skills, or a related field.

Experience: Experience in word processing, data entry, coordinating events, placing phone calls, and other clerical duties.

Language: Level III English ability is required. Native Spanish speaker.

Knowledge: Familiarity with national and international development organizations, and with program planning and administration.

Skills and Abilities: Strong writing skills in Spanish. Strong computer skills, able to use Microsoft office and other relevant programs. Able to develop and maintain working level contacts with public sector agencies and private organizations. Excellent interpersonal and communication skills in a multicultural setting.

Incumbent will play an integral part of PC/Peru's Safety and Security systems. Responsibilities may cover, but are not limited to, the development of, implementation in and/or review of, post's EAP, Communication Systems, Safety and Security Trainings and Incident Reporting.